



WOMACK IN-PROCESSING OVERVIEW



Step 1: HRD, MIL HR (WAMC Bldg C, 1st Floor, Command Suite Hallway, Room C111209-1)

- Special Pay (as applicable)
- OER/NCOER (as applicable)
- DMHRSi

Step 2: Department

- OIC/NCOIC/HSS

Step 3: Company/ Battalion (Bldg 4-2130, WTB Complex on Normandy Road)

- A Co/B Co/C Co In processing (to include Training Records/MEDPROS/VAO/HIPPA)
- BN Supply
- BN MILPER/ S1 (Room # 157,158, or 167)
 - Finance (Please provide your DA5960)
 - Evaluations
 - TDA Assignment

Step 4: Medical Misc. (Can be completed at any time)

- Outpatient Records (Clinic Mall/ All American Entrance/Across from Pharmacy)
- Patient Administration (1st Floor, Reilly Road Entrance)
- Department of Ministry and Pastoral care (1st Floor, Reilly Road Entrance)
- Occupational Health (Bldg 1-2739 Randolph St & Hamilton)

Step 5: Credentials (Can be completed at any time)

- Inpatient Medical Records (Privileged Only)
- Transcription Clerk (Med Corp Officers Only)

Step 6: HESD/ PTMS/ IMD (WAMC Bldg C, Ground Floor)

- HESD
- Complete Mail Card
- Personnel Security (Need copy of Initial Security Orientation Certificate- thru ALMS)
- ID Badge (Must have copies of HIPPA and IA Certificates)
- Outlook Acct

Final: Return Completed Packet to BN MILPER (Bldg 4-2130, WTB Complex on Normandy Road)

**Have 10 copies of your orders*

***Refer to Area and Hospital Maps for location details*